

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4272 Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ASSISTANT DIRECTOR

JOB REQUISITION: 2609

LOCATION: San Francisco, California

The Bay Area/Northern Coastal Regional Office (BANCRO) provides timely and relevant technical assistance to the trial courts within the region through experienced and respected personnel whose primary role is to partner with the trial courts in assessing problems, challenges and opportunities.

The Assistant Director of BANCRO will, in partnership with the Regional Administrative Director, provide technical and consultative assistance to the trial courts as well as help develop policy and manage BANCRO office programs to ensure the accomplishment of the organization's goals and objectives.

RESPONSIBILITIES

- Serves as a technical court consultant to assist court personnel in performing and coordinating specialized work in court operations, programs, administration, and management;
- Develops and implements goals, objectives, policies, procedures, and work standards for the BANCRO regional office;
- Disseminates information to trial courts with an emphasis on determining how policy implementation would impact individual courts;
- Coordinates AOC divisions and trial court resources to provide comprehensive and consistent solutions to trial court issues;
- Communicates trial court issues, questions and concerns to the AOC and advocates for trial court interests via court site visits, participation in regional meetings, and conferences;
- Plans, organizes, administers, reviews, and evaluates the work of staff;
- Plans, manages, reviews, and evaluates programs related to the regional office including a broad variety of issues affecting the trial courts such as legislative advocacy, budget administration, human resources, education, and trial court policies and procedures;
- Develops, administers, and monitors the BANCRO regional office budget and provides direction in the development of budget change proposals;
- Partners with trial court staff, judges, and AOC management;
- Works with various AOC committees to develop general policies, strategic initiatives, priorities, goals and objectives and assists in their implementation as necessary;
- Represents the judiciary to both internal and external customers, including the other California governmental agencies, on issues pertaining to the division's functional areas;
- Develops, recommends, and implements regional programs in furtherance of Judicial Council policies and priorities; and
- Represents the BANCRO Division Director as necessary.

EDUCATION AND EXPERIENCE

Equivalent to possession of a bachelor's degree and eight years of experience in the relevant field, including a minimum of three years of increasingly responsible management experience. Completion of graduate level college coursework in law, public administration, business administration, or other directly related field may be substituted for experience on a year-for-year basis (but not for the three years of management experience).

OR

Two years as a Manager or Senior Manager; or three years as a Supervising Analyst, Supervising Attorney, or other supervisory-level professional class with the judicial branch.

This experience will have provided the applicant with the following knowledge, skills, and abilities:

- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees;
- Principles and procedures of budget development and administration;
- Principles and practices relating to the operations of the California Trial Courts;
- Develop and implement goals, objectives, policies, procedures, and work standards;
- The operation of personal computers and proficiency with the MS Office Suite;
- Principles and techniques of preparing effective oral presentations and written materials;
- Translate division goals, objectives, and policies into day-to-day operations;
- Exercise initiative and independent judgment within general policy guidelines;
- Knowledgeably and effectively represent the judiciary on issues pertaining to the region's functional areas; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

Due to the nature of this job, the incumbent must be able to attend meetings outside of normal working hours, work occasional evening and weekend hours, and travel statewide as necessary.

The ideal candidate will have substantial experience from a managerial position within a California court that has provided a broad and varied background in the areas of court operations and programs.

TO APPLY

This position requires the submission of our official application and responses to our supplemental questionnaire. Resumes absent these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Executive/Manager/Supervisor" and search for Job Req. #2609, Assistant Director.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS:

SALARY RANGE: \$8,982 – 10,917 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
For
Assistant Division Director
(Job Req. #2609)**

1. Describe a major project that you have managed within the past three years. In your answer, please include the following:
 - a. Number of people involved in the project.
 - b. Work with outside vendors, other agencies, and the public.
 - c. Level of responsibility and supervision.
 - d. Degree of autonomy, decision-making.
 - e. Result of the project (level of success, on time, on budget?).
 - f. What you learned from managing the project.
2. Please describe what you feel to be the most important issue facing the California trial courts at this time. In your answer, please include why you chose the particular issue, how it impacts the operations of the courts, and what you might propose as a solution.
3. Do you possess California court operations experience?
 - a. Yes
 - b. No
4. Please describe which transferable skills you possess in regards to the Assistant Director position.